myDHR Youth CAMP Application Process

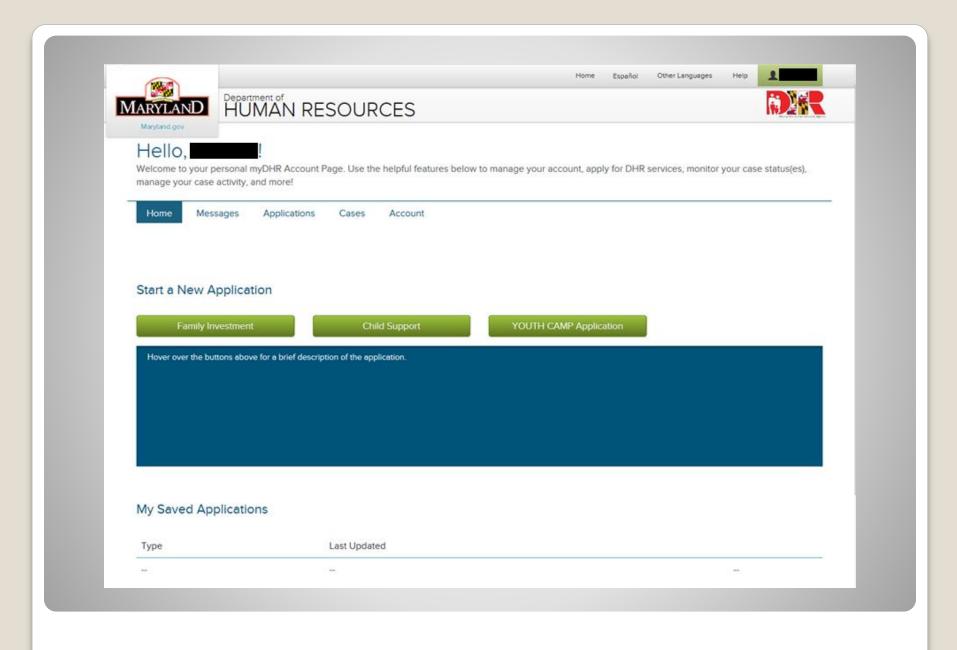
TRAINING

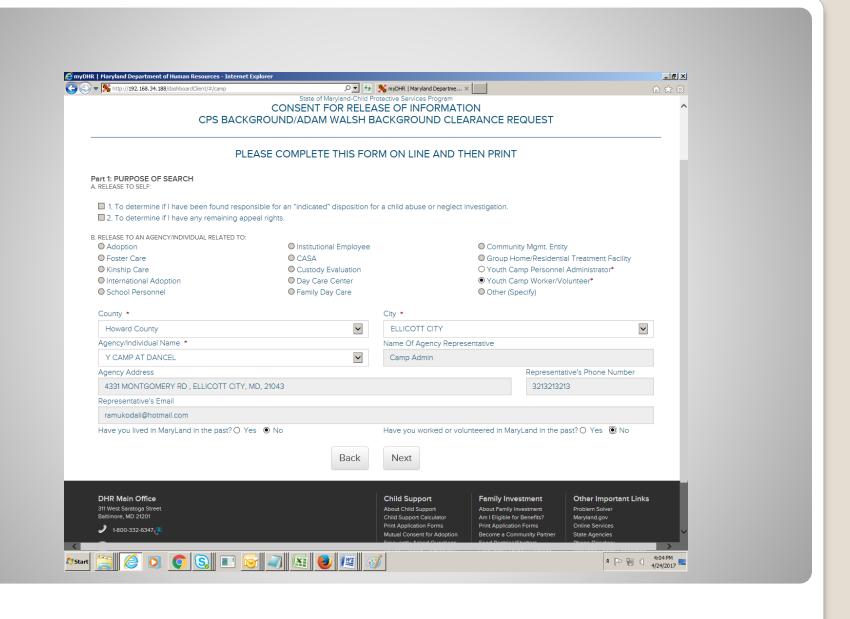
Application Types

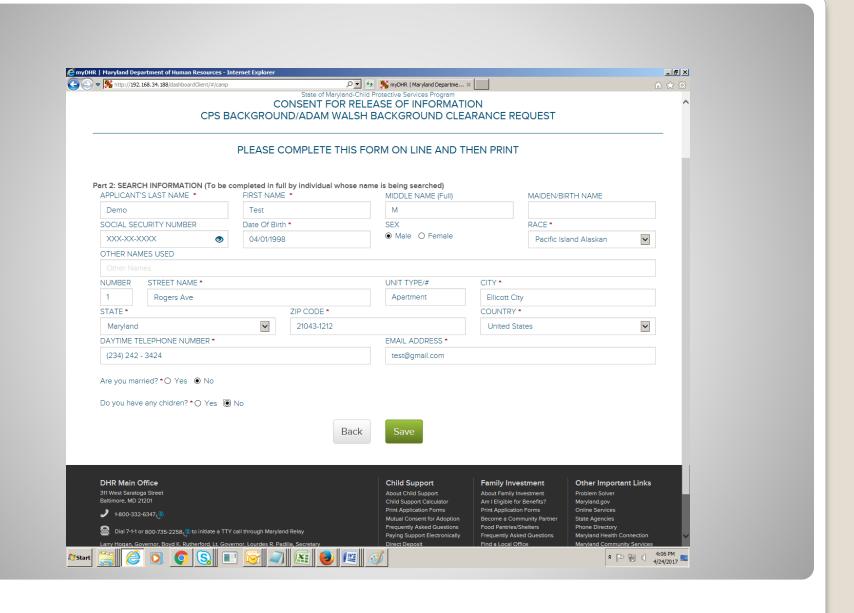
- CAMP Employee (Public User)
- CAMP Personnel Administrator

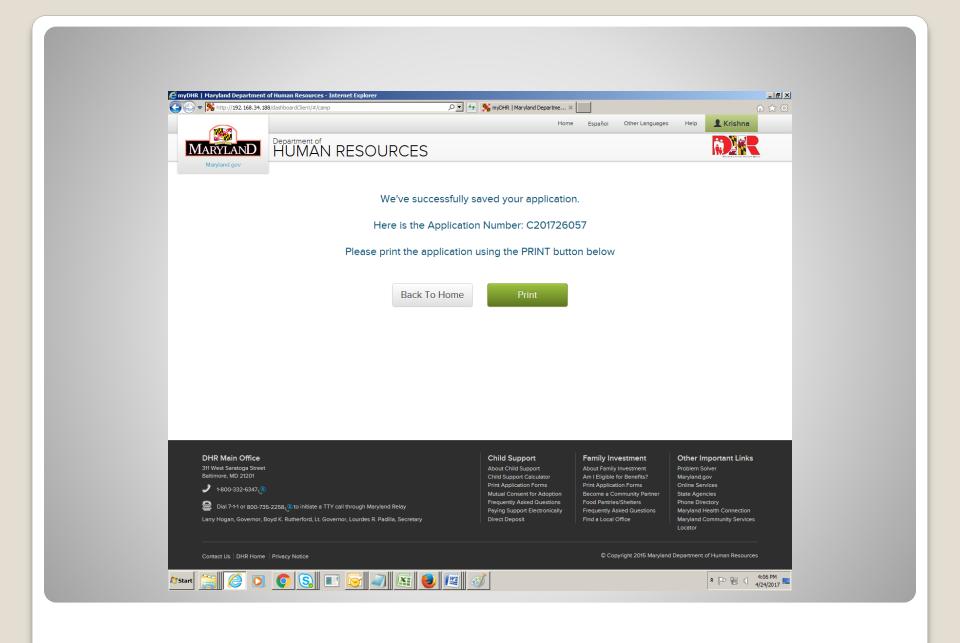
CAMP Employee Application Process - Public User Role

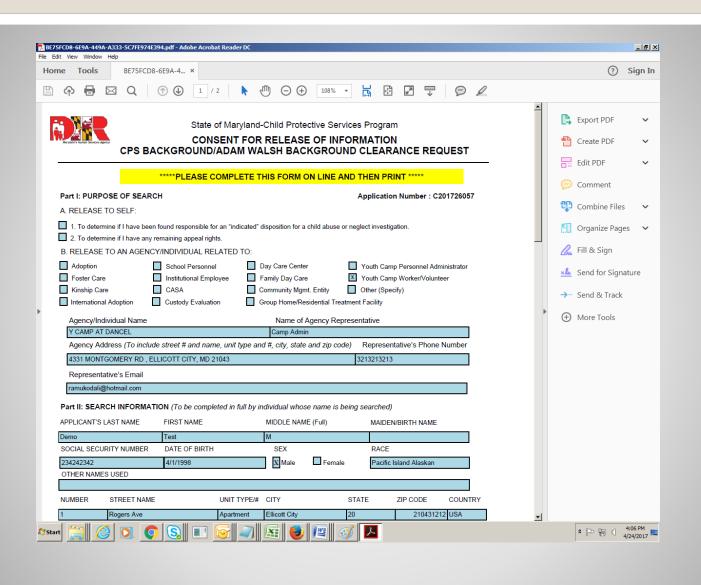
- Public User registers online with myDHR and logs in to apply for summer CAMP Clearance
- Public User clicks on YOUTH CAMP APPLICATION to apply for Clearance
- Public User fills in the Application online selecting the CAMP County, City and the associated CAMP Site for the Youth Camp Worker/Volunteer role
- Public User completes the Application and submits it for the selected CAMP Site Personnel Administrator's processing
- Public User can Print a copy of the Application with the Application ID





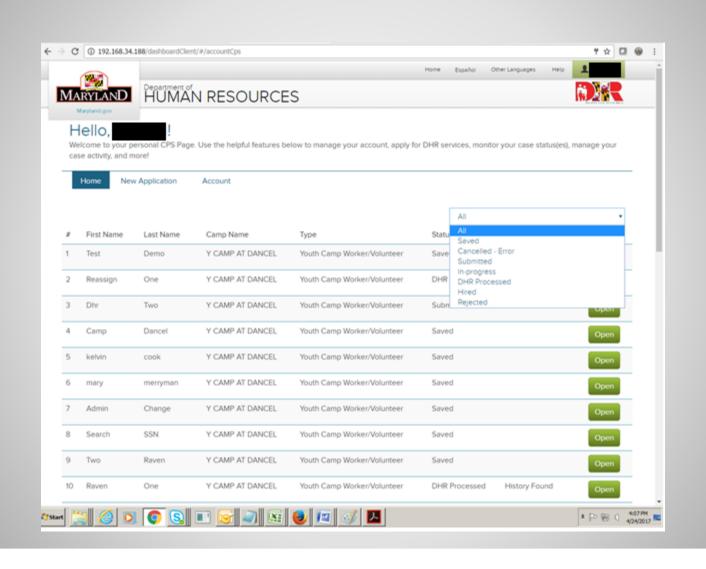


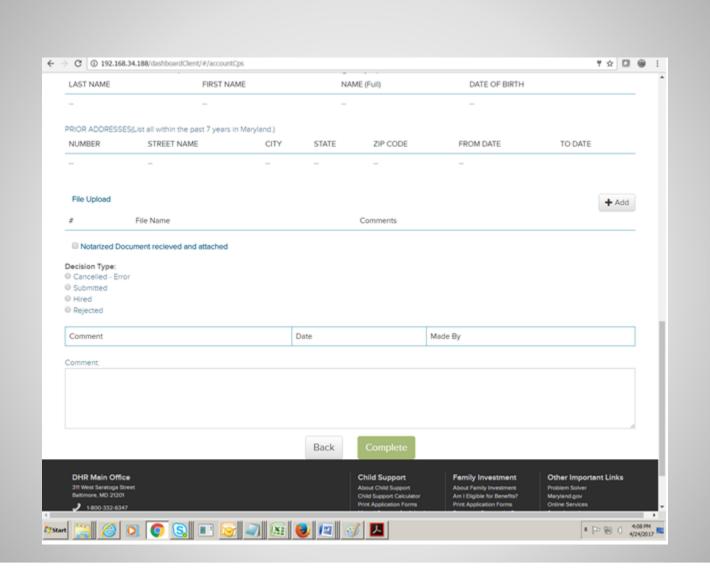


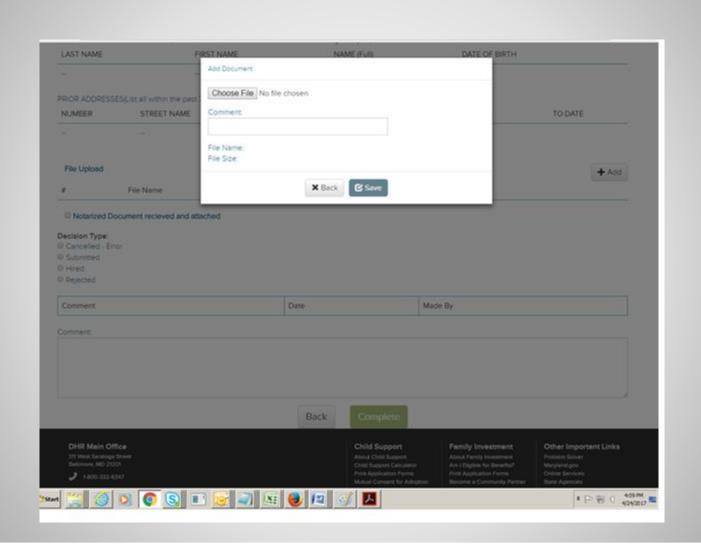


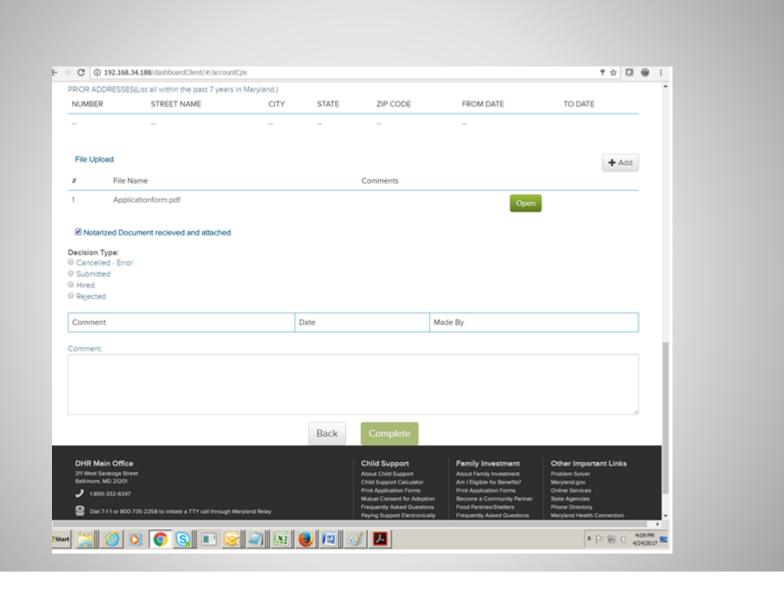
CAMP Employee Application Process- CAMP Personnel Admin Role

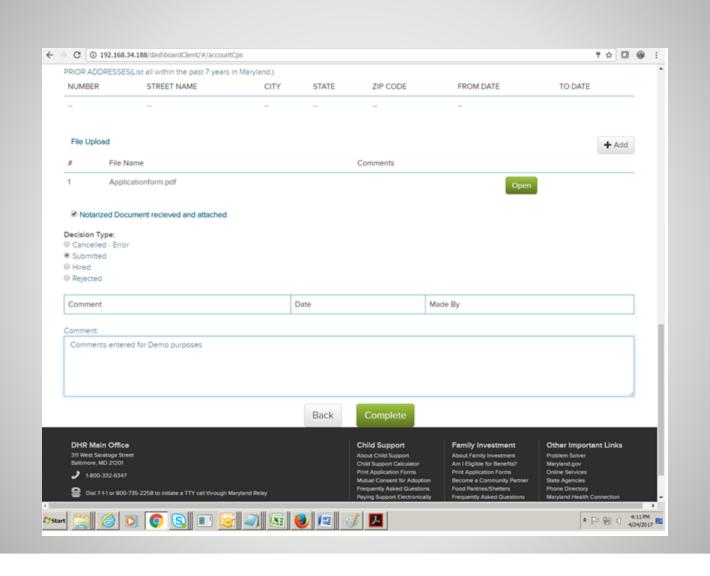
- CAMP Personnel Administrator logs in to view Applications in his/her Queue by status (SAVED, APPLICATION VOIDED, SUBMITTED, IN-PROGRESS, DHR PROCESSED, HIRED AND REJECTED) – Available option to filter by status
- CAMP Personnel Administrator takes action on the SAVED Applications (SAVE, APPLICATION VOIDED, SUBMIT)
- CAMP Personnel Administrator uploads the Notarized copy of the Application and confirms the same by selecting the Notarized Document Received and Attached checkbox on the screen
- CAMP Personnel Administrator will then SUBMIT the Application for DHR processing or has an option to directly HIRE or REJECT the Applicant

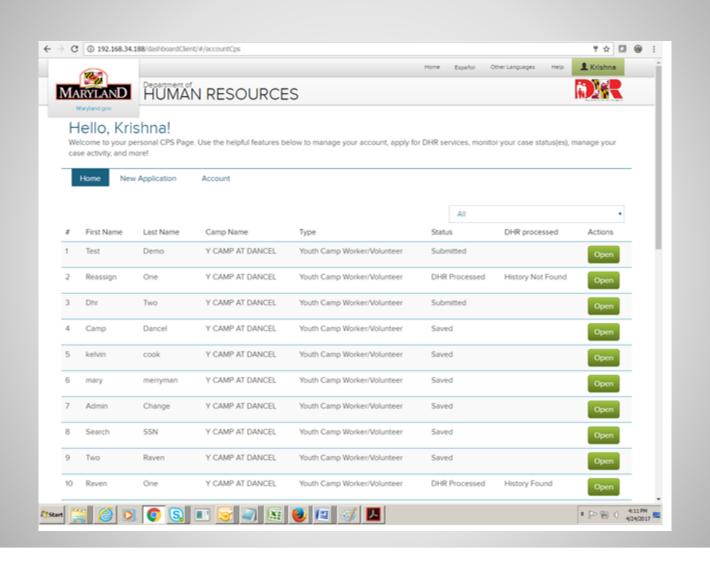






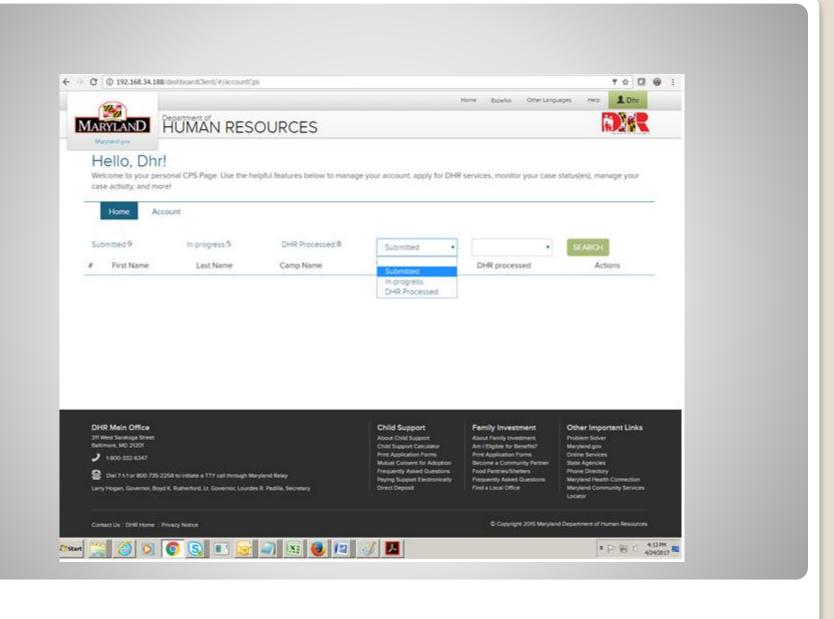


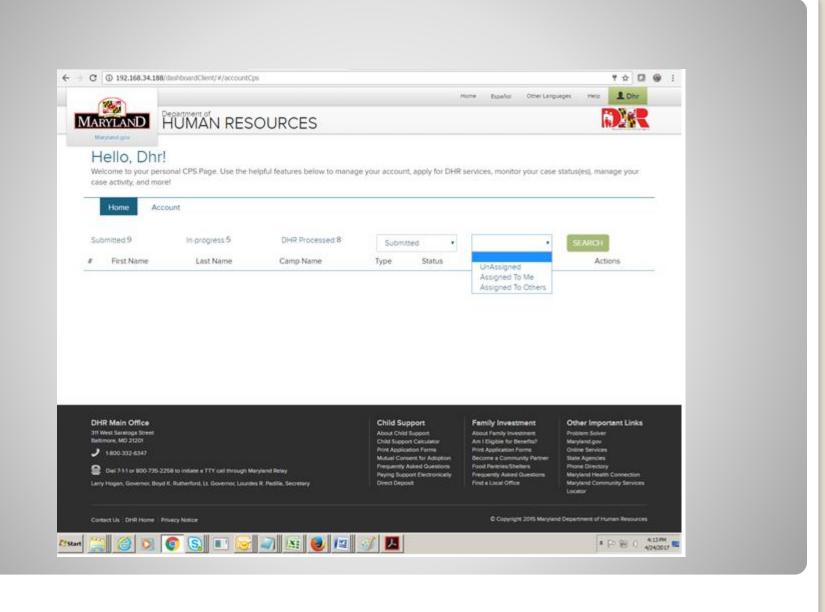


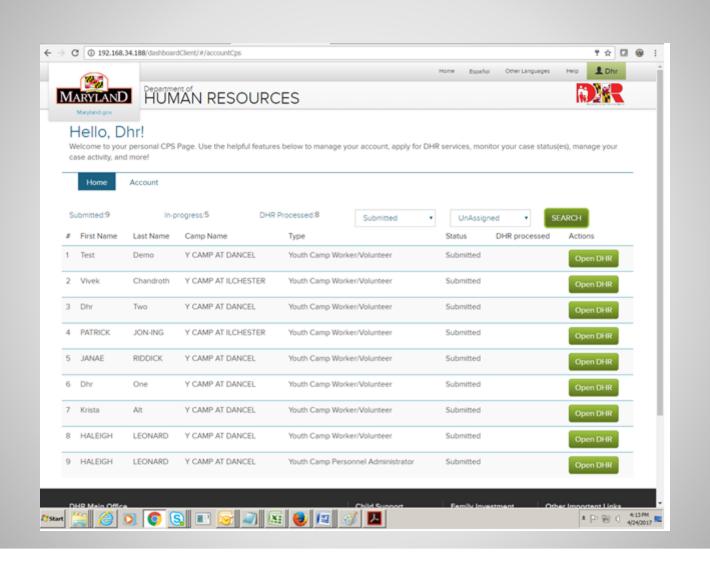


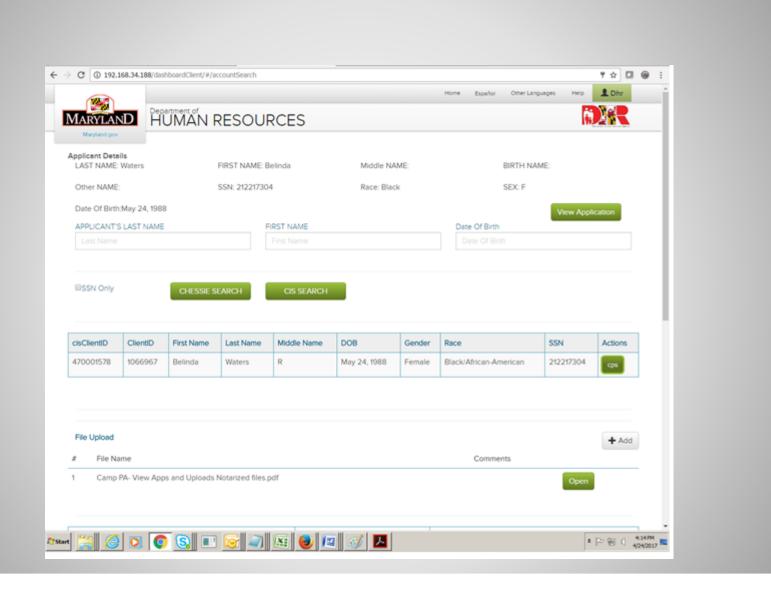
CAMP Employee Application Process- DHR User Role

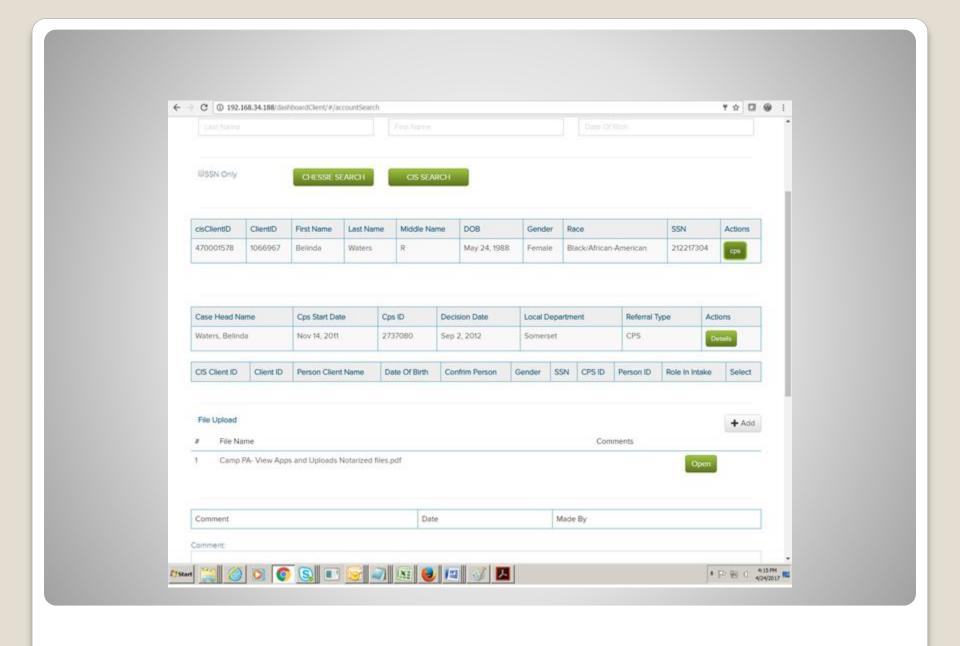
- DHR User logs in to view Applications in his/her Queue (SUBMITTED, IN-PROGRESS AND DHR PROCESSED) - Available option to filter Applications that were "Assigned to Me" or "Assigned to Others" or "Unassigned"
- DHR User can Self-Assign or Un-assign from an Application
- DHR User performs an MD CHESSIE and/or CIS search for CPS involvement
- DHR User takes action on the Applications (HISTORY FOUND, HISTORY NOT-FOUND OR UNDETERMINED) based on the search results

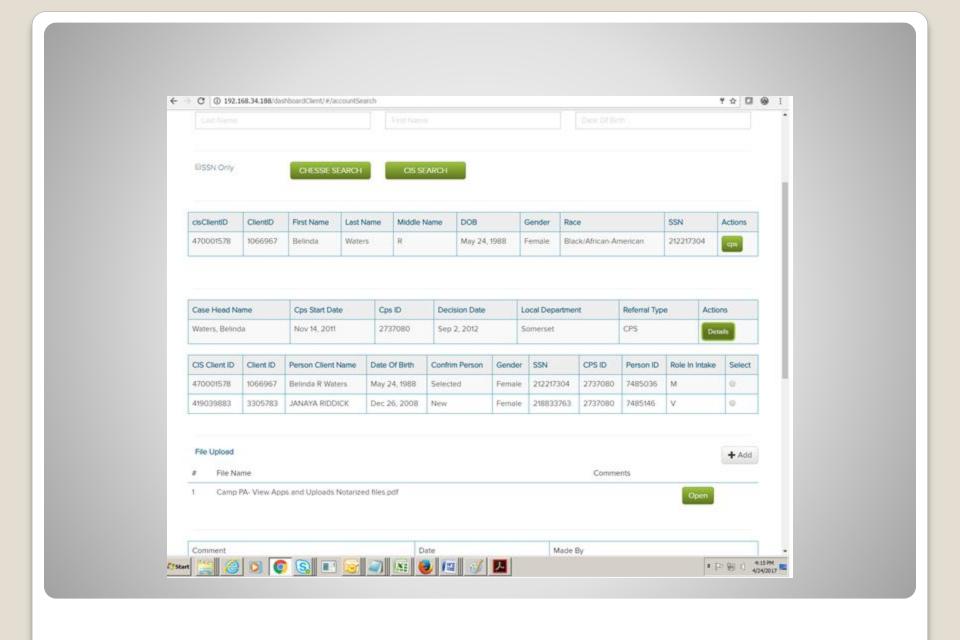


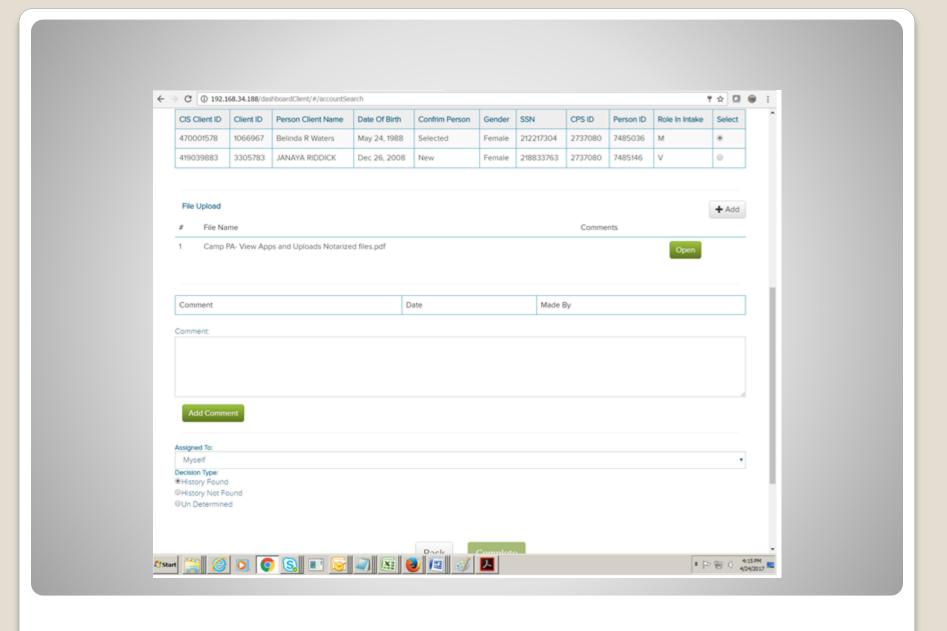












CAMP Administrator Application Process - CAMP Administrator Role

- User logs in to myDHR to apply for summer CAMP Clearance
- User clicks on YOUTH CAMP APPLICATION to apply for Clearance
- User fills in the Application online selecting the CAMP County, City and the associated CAMP Site for the Youth Camp Personnel Administrator role
- User completes the Application and submits it for CAMP Personnel Administrator processing if there is an existing CAMP Personnel Administrator for the selected CAMP
- If there is no existing CAMP Personnel Administrator for the selected CAMP, the user will submit the Application for DHMH processing
- User can Print a copy of the Application with the Application ID

CAMP Administrator Application Process - DHMH User Role

- DHMH User logs in to view all Applications in his/her Queue (All Applications that were SAVED, APPLICATION VOIDED, SUBMITTED, IN-PROGRESS, HIRED AND REJECTED) - Available option to filter Applications
- DHMH User uploads the Notarized copy of the Application and confirms the same by selecting the Notarized Document Received and Attached checkbox on the screen
- DHMH User takes action on the Applications (APPLICATION VOIDED, SUBMITTED, HIRED AND REJECTED) and clicks COMPLETE

